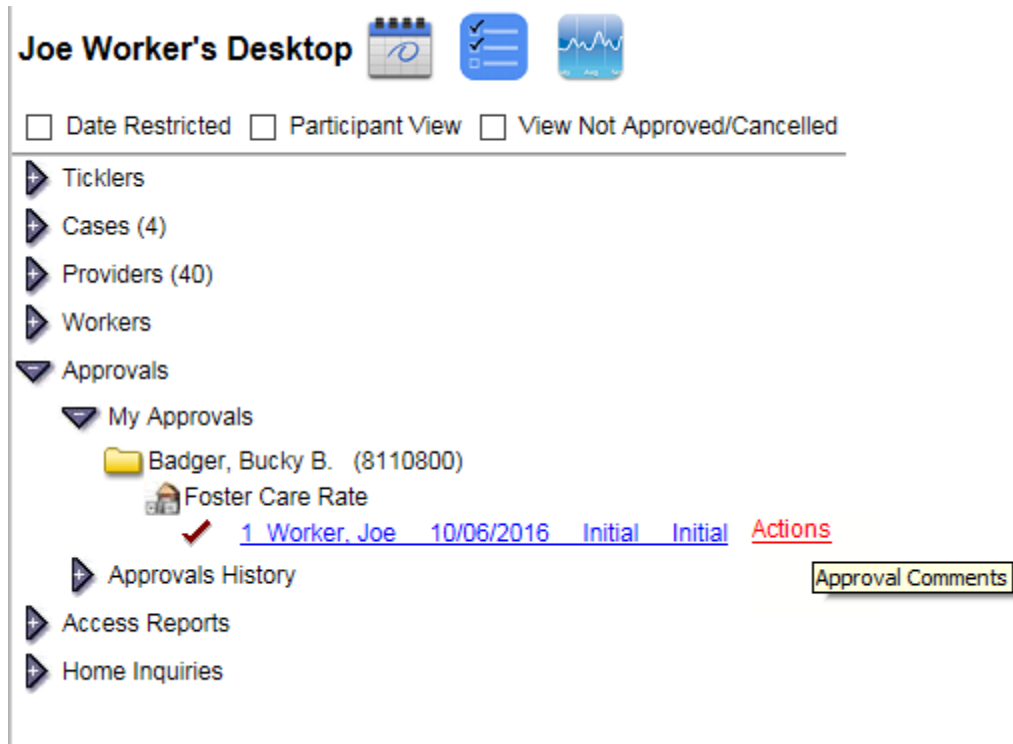
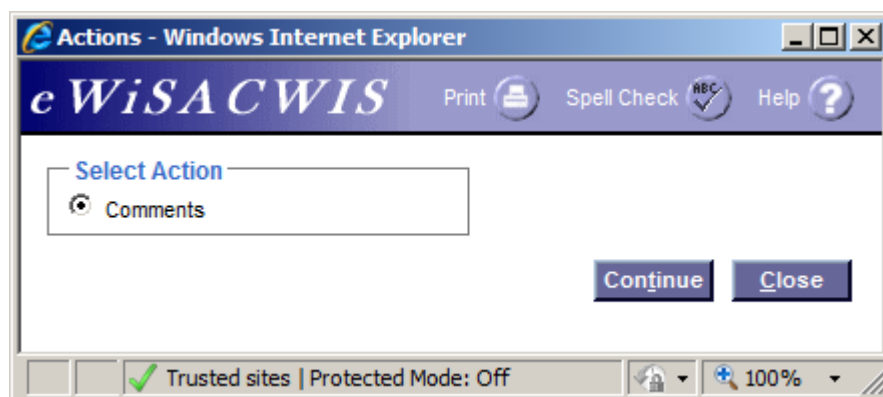


## Viewing Approval Comments

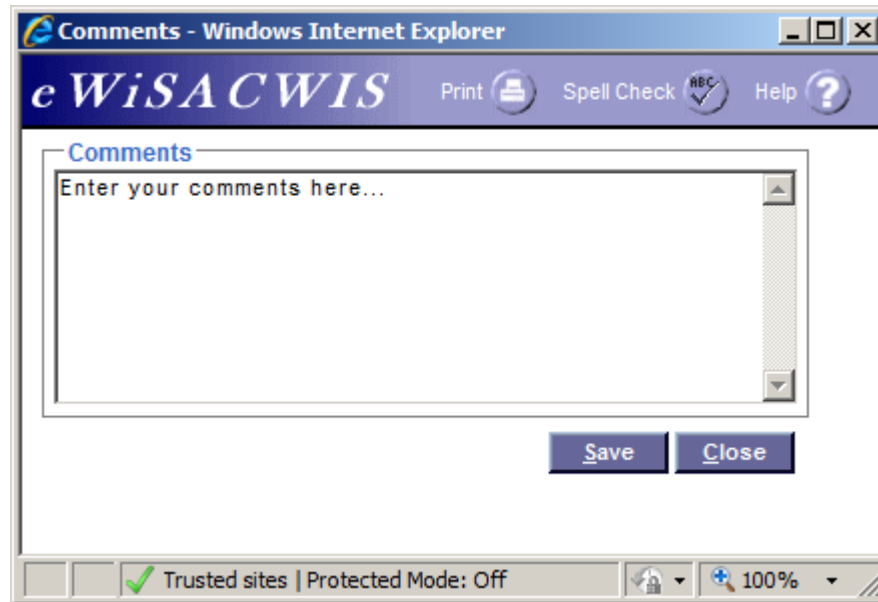
1. From your desktop, expand the My Approvals expando.
2. Expand any case or provider icon to display the specific items that have pieces of work that are pending approval.



3. After you've expanded the item of work and found the approval you are looking for, click on the Actions hyperlink next to the approval.
4. On the Actions page, click Continue to enter comments for an approval.



5. Type your comments in the field and click Save.



6. When you refresh your desktop, you will see a pencil icon before the approval. This will indicate that comments exist. To view the comments, follow steps 3 and 4.

